

**OFFICIAL**

**LINCOLN SCHOOL COMMITTEE**

**LINCOLN, RI 02865**

**DATE: November 7, 2005**

**TIME: 5:00pm – Special Meeting - Open**

**PLACE: Administration Building**

**100 River Road, Lincoln, RI 02865**

**SCHOOL COMMITTEE MEMBERS PRESENT: Jeffrey Weiss, Chair; MaryAnn Roll, Vice Chair; John Zangari, Clerk; Elizabeth Robson, Julie Zito, and Jerry St. Germain. Sue McClain was absent.**

**ADMINISTRATORS IN ATTENDANCE: John Tindall-Gibson, Superintendent, Lori Miller, Angelo Mencucci and Benjamin Scungio, Esq.**

**Motion by St. Germain to open meeting. Seconded by Zangari. All in favor. Motion carried.**

## **OPENING CEREMONY**

**Jerry St. Germain described his proposal to the School Committee. He said the business office is understaffed and he wants to revert to his other proposal. St. Germain outlined the following steps:**

**1. Hire a senior accountant/accounts manager with a payscale of**

**\$43K to \$45K.**

**2. Andrea should get a \$3K pay raise. She will do her job minus four hours to work with accounting manager. The total cost would almost be the same. The other assumption would be \$15K more, plus \$31k to replace the payroll clerk for a total cost of \$46K for inexperienced personnel. We will spend between \$45K and \$46K and have two qualified personnel.**

**3. Once the business manager retires, the accounting manager will be experienced and we will have trained staff in place.**

**Weiss said he, Tindall-Gibson, and Miller met with the Performance Audit subcommittee. The committee asked the school department to have a CPA on staff. This will probably drive the salary up to \$50K - \$60K.**

**Weiss said we do not want to neglect Andrea. Will have to meet with Council 94 to discuss a management trainee position or bump the present position salary.**

**Tindall-Gibson said the Budget Board said they are hiring accountants right out of college beginning at \$45K so the salary for a CPA might be \$50K - \$60K.**

**Robson asked if Andrea wants to come out of union. Yes, she does.**

**St. Germain discussed the hours of work. Andrea does not work a 40**

hour work week. Miller said anything over 36 hours, via union contract, constitutes overtime pay.

Scungio said the only problem is Andrea cannot be doing the current work. The position will have to be changed to supervisory duties and/or confidentiality.

Tindall-Gibson said we are currently staffed for three accounting techs. If we created an accounting manager, that would require new work, that's how we could argue a new job.

What do we do with Andrea if we create an assistant manager position? Scungio suggested the position remain in the union but make a tech. 1 and tech. 2 position. Weiss wants to make it clear to Andrea that she is on the management track.

Weiss asked if she can still train? Yes, she can train. Scungio said he doesn't think the Union will mind if a new position is created. The Union likes more fees, jobs, etc. Weiss asked if Andrea would take the job. Miller said it could be a pay issue. Andrea is looking for an increase in the salary and would like more job responsibility. They want to make sure Andrea is moving forward. Scungio asked if she would go for her CPA. St. Germain asked if the school department would pay for her college courses. We do not want to set a precedent. Tindall-Gibson said we will have to negotiate with the Union.

**The assistant business manager job description was reviewed and revisions were made. Under minimum qualifications, a Bachelor's degree is required but a Master's degree and CPA certification is preferred. Also, under minimum qualifications, the familiarity with Pentamation/HTE accounting software "or equivalent" was added.**

**St. Germain would like to review the benefits package. He feels it is way out of line. Miller said to think about the per diem, which is significantly less. A teacher at a MA+30 makes more per diem than Georgia or herself. Weiss said it would become part of the negotiation package.**

**November 7, 2005**

**Page 2**

**Motion by St. Germain to approve the assistant business manager job description as amended. Seconded by Zito. All in favor. Motion carried.**

**The vacation time was discussed. Michael Colvin was the most recent hire and received three weeks to start and four weeks after five years. He has a three-year contract.**

**Zangari asked if the healthcare is standard throughout the system.**

**Miller said the administrators and certified staff have a 10 ½% co-pay, the support staff have, if hired before 1997, a 5% co-pay, and if hired after 1997, have a 10% co-pay.**

**St. Germain made a motion to allow Scungio to negotiate with the union about what adjustments can be made regarding the responsibilities and a higher pay grade. Weiss suggested Tindall-Gibson should do the negotiating. Motion modified by St. Germain. Seconded by Zangari. All in favor. Motion carried.**

**Motion to adjourn by St. Germain. Seconded by Zito. All in favor. Motion carried.**

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**JOHN ZANGARI, CLERK      DATE**